



Agenda

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. September 9th, 2021

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Announcements on changes due to meeting held virtually: No video/camera usage during meeting, microphones should be muted unless called to comment or ask/answer questions. Virtual meeting will be recorded.

I. CALL TO ORDER

Meeting called to order by Vice Chair Caldwell at 1:01 PM

COMMISSION MEMBERS:

Christina Caldwell, Vice Chair, *present*
Jose Alvarado, *present*
Carol Curtis, *present*
Gail Jackson, *present* – late to meeting 1:06 PM
Michael McGivern, *not present* – technical difficulties
Cal McLoy, *present*
David Steiner, *present*

CITY STAFF:

Regina Salas, Council Member, *not present*
Heidi Hansen, Economic Vitality Director, *present*
Barney Helmick, Airport Director, *present*
Brian Gall, Airport Programs Manager, *present*
Tim Skinner, ARFF/Ops Manager, *not present*
Miciela Sahner, Recording Secretary, *present*

II. SPECIAL PRESENTATION (*Larry Larkin*)

Previous Airport Director Larry Larkin presented to the Airport Commission a 30' x 40' photograph of Flagstaff Pulliam Airport and its surrounding areas that had been presented to him years ago by Greg Paulin who was the owner/operator of Southwest Arial Photography; the photograph was taken in 1994. Mr. Larkin had the photographed mounted and framed and gifted it to the Flagstaff Pulliam Airport to be displayed in the terminal.

III. COMMISSIONER ELECTIONS (*Miciela Sahner*)

1. CHAIR ELECTIONS

Commissioner Curtis nominated Vice Chair Christina Caldwell for Chair; motion seconded by Commissioner Steiner. Commissioners called to vote – approved unanimously

2. VICE CHAIR – *pro re nata*

With the Vice Chair position now open, Vice Chair elections were held. Commissioner Jackson nominated themselves for the position; motion seconded by Commissioner McLoy. Commissioners called to vote – approved unanimously

IV. PRELIMINARY GENERAL BUSINESS

1. PUBLIC COMMENT

Items presented during the Public Participation/Input portion of the agenda cannot be acted upon by the Commission. Individual members of the Commission may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item has been officially placed on the agenda.

None

2. ANNOUNCEMENTS

Reconsiderations, Changes to the Agenda, and other Preliminary Announcements.

None

3. APPROVAL OF MINUTES

a. Regular Meeting of July 8th, 2021.

RECOMMENDED ACTION: *Approve the minutes as submitted.*

MOTION:

Commissioner Steiner moved to approve the minutes as submitted. Commissioner Curtis seconded the motion. Commissioners called to vote – approved unanimously.

4. CITY COUNCIL UPDATES (*Regina Salas*)

None – Council member Regina Salas was out of town on Council business.

V. STAFF REPORTS (*Barney Helmick*)

Commercial enplanements, aviation activity and sale of fuel

For August we are only down 515 passengers from 2019 which was a record year. We are still on pace for exceeding 100,000 passengers this year which would be the second highest total. Nationally we are seeing a decline of about 15-20% and are watching this cautiously.

Our open house on August 28th helped boost our total operations last month; a thank you to Orville Wiseman and his team for assisting with the event and donating fuel to the participants in the flying portion of the event.

We had a record month for August in regard to fuel flow, it was a slight decline from July.

VI. CARES ACT GRANT UPDATE (*Brian Gall*)

There is no update yet as to the proportion of funding for each category, many of the projects are still in the planning and scoping process. We do have an update on prioritization for the projects. They go as follows:

- Construction Pending: *Projects in this category have been discussed, the scope of work has been developed and a fee proposal has been given. The projects are currently in the procurement process with the hopes of starting within the next month.*
 - Westplex Hangar and Shade Repairs – Phase I
Repairs on the hangars and shades in the Westplex including roof repairs, preventative maintenance on bi-fold and pedestrian doors and maintenance on insulation and heating units some of the units have.
 - Airfield Maintenance
This project addresses the issues brought up in the last meeting by Tim Skinner regarding the FAA Certification Inspection. This includes paint striping, rubber removal, maintenance and replacement of a few electrical vaults, and replacing a storm water quality system that had broken in the Westplex.
- Design Pending: *Projects in this category require design work by our on-call architect and engineering firms. We are hoping to design over the fall/winter with the hope of getting started in spring/summer.*
 - Terminal Hold Room Expansion
 - Airline Counter Expansion
 - Rental Car Parking Lot
Resurfacing of the rental car parking lot with a more permanent surface; this will be phased after the lot is no longer being used as an overflow parking lot.
- Additional Planned Projects: *Projects we are keeping in mind but have not gotten to the construction or design phase.*
 - Premium Parking Lot Improvements
Upgrades to incorporate the paid parking system and equipment
 - Westplex Hangar and Shade Repairs – Phase II
 - Airline Ramp Expansion and Drainage Improvements

VII. FIXED BASE OPERATOR REPORT (Wiseman Aviation)
General aviation issues, fuel sales and business report.

Sales remain strong and August tends to drop down in sales normally. Currently the biggest issue is the transportation of fuel, there is a lack of drivers available to move fuel to different locations; only Tucson and Phoenix have a direct pipeline. Prices continue to rise as well. The FPA has added an additional device requirement to the fuel trucks; that installation will be starting here shortly. NAU football charters are starting up again and that includes Allegiant Airlines. American and United are each dropping a flight due to being our off season, will hopefully see them return next summer. Orville also touched on the military traffic in response to a question from Commissioner Curtis. Flagstaff is a great high-altitude training venue, there are not many high-altitude airports with the capabilities we have.

VIII. ACTION ITEMS

1. Parking Lot Rate (Barney Helmick)

Director Barney Helmick presented our current rate plan for the Economy Lot which is still currently under construction and our existing lot which will become our Premium Lot. We are currently looking at \$5.00 daily rate for the Economy Lot while the Premium Lot will start off as the first hour free for drop off and pick up followed by \$1.00 dollar per hour until it hits the daily rate of \$7.00.

Airport Programs Manager, Brian Gall, looked into the prices at other comparable airports and created the following chart.

Airport	Parking Lot	Free Period	Hourly Rate	Daily Rate	Other	Comments
Phoenix Sky Harbor	East Economy (Uncovered)		\$ 4.00	\$ 12.00		Requires Sky Train ride to Terminals
Tucson International	Hourly		\$ 2.00	\$ 13.00		\$1 per 30 minutes
	Daily		\$ 2.00	\$ 10.00		In front of Terminal
	Economy			\$ 4.50		Requires shuttle ride to Terminal
Prescott Regional			\$ -	\$ -		Up to 10 days free
Laughlin/Bullhead International			\$ -	\$ -		Free parking
Durango - La Plata County	Main Terminal	30 min	\$ 2.00	\$ 7.00		\$1 per 30 minutes
	Credit Card		\$ 2.00	\$ 7.00		\$1 per 30 minutes
St. George Regional		30 min		\$ 7.00		
Montrose Regional		30 min		\$ 8.00	\$95 monthly, \$750 annual	
NAU	Lot 66			\$ 7.00		

A back and forth discussion between commission members and staff lead to great points about not wanting to start off too low but still keeping the rates at an acceptable amount where we do not discourage traveler's from flying from Flagstaff Pulliam Airport. Director Helmick asked the commission to vote on recommending the \$5.00 Economy Lot/\$7.00 Premium Lot rate to the City Treasurer who will then decide to take the rates to City Council.

MOTION:

Commissioner McLoy motioned to approve the Airport Parking Lot rates as presented by Director Helmick. Vice Chair Jackson seconded the motion. Commissioners called to vote – approved unanimously.

IX. DISCUSSION ITEMS

1. Parking Lot Rules and Regulations (*Brian Gall*)

With the changes to the Airport parking lot, staff has found it prudent to review the Airport Parking Lot Rules and Regulations. A draft of revisions was sent out to commission members to review on August 20th. Staff reviewed similar Rules and Regulations from other airports and adapted a few points to address our concerns. Some of the revisions include the following:

8-06-001-0006.3 VEHICLE PARKING RESTRICTIONS - A.R.S. §28-644

A. A.—No person shall park any motor vehicle on the Airport premises, except within designated parking areas.

B. No vehicle shall be parked in any space marked for parking in such a manner that the vehicle occupies more than one marked space.

C. No vehicle shall be parked within a bus stop, taxicab, or commercial vehicle zone (except for vehicles authorized by the Airport Manager to use such areas).

D. No vehicle shall be parked on the side of a roadway, except in locations designated for parking.

E. No vehicle shall be parked within 10 feet of either side of a security fence.

F. B.—No person shall park a motor vehicle or permit the same to remain halted on a vehicular parking area, aircraft movement area, fuel storage area or cargo facility except at such places and for such periods of time as may be prescribed by the Airport Manager.

G. G.—No aircraft refueling, defueling, or other aircraft servicing equipment or apparatus shall be parked except in areas designated by the Airport Manager.

~~H. D.~~—No person shall park a motor vehicle within any vehicular parking area except upon the payment of such parking fees and charges as may be prescribed.

~~I. E.~~—Certain areas of the Airport shall be designated and properly marked with signs by the Airport Manager as reserved parking areas for "rental car" companies or other Airport tenant use only.

~~J. F.~~—No camping is allowed on the Airport premises except by express permission of the Airport Manager.

~~K. No~~ vehicle shall be abandoned at the airport or parked more than 30 consecutive days without prior written permission of the Airport Director. Abandoned vehicles may be removed as described in 8-06-001-0006.6.

Additional Comments:

- We may want to consider separating this section into rules for parking inside the secured area vs outside.
- We should consult with the City Attorney's office about rules and requirements for abandoned vehicles. Specifically: Definition of "abandoned", notification procedures to owners, documentation requirements, etc.
- We may want to add rules about leaving vehicles unattended on the terminal curb, but that could be redundant with other regulations.
- Do we want to add requirements about the maximum vehicle size allowed in the paid parking lots? For example: no RV's, trailers, etc. This may be covered under item B, which prohibits the use of more than one parking space.
- Electric Vehicle Parking
- Non-electric vehicles parked in the Electric Vehicle parking will be ticketed and towed the owner's expense and they shall assume any liability.
- Parking in the electric vehicle parking lot shall not park longer than 3 hours.

Chair Caldwell asked if the Airport was planning on adding any positions in regards to parking lot staff; Director Barney Helmick responded that we will be working with ParkFlag on managing staffing out here to assist with the system itself, any abandoned vehicles and curbside parking. The next step will be to finalize the revisions with the City legal team and bring them back to the commission before going to City Council with them.

VII. ADJOURNMENT OF REGULAR MEETING

MOTION:

Chair Caldwell adjourns meeting.